



1998 Progress Reports

Community Oriented Policing Services

www.usdoj.gov/cops/

COPS Officer Progress Report

Affix Label Here

Reporting Period:	January 1, 1998 - December 31, 1998
Last Day of the Reporting Period:	December 31, 1998
Due Date (postmarked by):	February 15, 1999

This report must be fully completed for each officer awarded under your COPS hiring grant(s). If you have not hired any of your COPS funded officers, please complete page one of this report (for each officer not hired) and return the completed report(s) to Vistrionix, Inc.

United States Department of Justice
Office of Community Oriented Policing Services
Joseph E. Brann, Director

COPS Officer Progress Report

The following report will assist the COPS Office in assessing the administration of COPS grants and the implementation of community policing. Vistronix, Inc. is assisting the COPS Office in the processing of the Progress Reports. If you have any questions regarding this report, please contact the U.S. Department of Justice Response Center at 1-800-421-6770.

U.S. Department of Justice, Progress Reports

c/o Vistronix, Inc.

8300 Boone Blvd., Suite 500

Vienna, VA 22182

Email address: cops.reports@vistronix.com



U.S. Department of Justice
Office of Community Oriented Policing Services
Internet web site: <http://www.usdoj.gov/cops/>

Updated: 25 November 1998

Rpt-opr-001

Identifying Information



Name of person completing this form: _____

Title: _____

Signature (required): _____

Name of department or agency: _____

ORI number and/or Grant number: _____

State: _____

FAX number: _____ Phone number: _____

Email address (if applicable): _____

Date report completed: _____

Please make copies of this blank form since you must report on **each** officer awarded to you on **separate** forms regardless of whether they have been hired yet or not.

Badge number or Initials of this officer: _____

1. Was this officer hired by December 31, 1998? YES NO
2. If *yes*, please complete the rest of this Officer Progress Report, continuing with question #3.

If *no*, when do you plan on hiring this officer?

- _____ Within one month
- _____ Within three months
- _____ Within six months
- _____ Other (please indicate time): _____
- _____ Unknown

*If your answer to question #1 was *no*, please stop here and *complete the Identifying Information* section at the top of this page, including signature, and send this report to Vistronix, Inc.



Officer Description



Instructions

Please complete questions 3 through 8 with only one response. Do not leave any questions blank.

3. This officer is:
- ☐ A new entry-level officer
 - ☐ A rehired, former officer
 - ☐ An officer hired through lateral entry from another police department
4. Officer's age at the time of hiring / rehiring
- _____ years of age
5. Officer's gender
- ☐ Male
 - ☐ Female
6. Officer's military veteran status
- ☐ No prior military service
 - ☐ Prior military service
7. What is the highest level of education attained by this officer?
- ☐ Did not graduate from high school
 - ☐ High school graduate
 - ☐ Less than two years of college
 - ☐ Associate's degree or two years of college
 - ☐ More than two years of college, but not four-year degree
 - ☐ Four-year college degree
 - ☐ Some graduate work
 - ☐ Master's degree
 - ☐ Law or doctorate degree

8. Which department assignment best characterizes the officer's duty assignment during this reporting period? *If more than one option applies, select **only** the **one** category in which the officer spent the **most** time.*

- ☐ Recruit training (as a recruit/student)
- ☐ Patrol (include time spent in field training)
- ☐ Investigations
- ☐ Juvenile
- ☐ Community relations/crime prevention/community policing unit
- ☐ Tactics/special problems squad
- ☐ Other field operations unit
- ☐ Training (as an instructor)
- ☐ Crime analysis, research development
- ☐ Other administrative or support unit
- ☐ Other (specify):_____

9. Based on the duty assignment identified in the previous question, which of the following were part of the officer's routine responsibilities during the reporting period? *Please check all that apply.*

- ☐ Answer routine calls for service
- ☐ Conduct traffic enforcement
- ☐ Conduct follow-up investigations
- ☐ Make door-to-door contacts in neighborhoods
- ☐ Develop familiarity with community leaders in area of assignment
- ☐ Assist in organizing community
- ☐ Teach residents how to address community problems
- ☐ Work regularly with community groups
- ☐ Enforce civil and code violations in the area
- ☐ Work with other local government agencies to solve neighborhood problems
- ☐ Conduct surveys in area of assignment
- ☐ Released from routine response duties to work on special problems
- ☐ Work on special enforcement task force
- ☐ Conduct specially focused patrol operations in response to a specific problem
- ☐ Other (specify):_____

Most of the questions in this section ask for a date that key events occurred. If the indicated event **did** occur between January 1, 1998 and December 31, 1998, enter the date by indicating the month, day and year. For example, if an event occurred on January 1, 1998, enter: 01/01/98. If the event **did not** occur between January 1, 1998 and December 31, 1998 check the "Event did not occur during this reporting period." box.

10. Officer's date of hire. Use date officer was rehired if the officer is a rehire.

_____/_____/_____
Month Day Year

☐ Event did not occur during this reporting period

11. Date officer began recruit academy training

_____/_____/_____
Month Day Year

☐ Event did not occur during this reporting period

12. Date officer completed recruit academy training

_____/_____/_____
Month Day Year

☐ Event did not occur during this reporting period

13. Date officer was sworn in

_____/_____/_____
Month Day Year

☐ Event did not occur during this reporting period

14. Date officer began probationary employment status

_____/_____/_____
Month Day Year

☐ Event did not occur during this reporting period

15. Date officer ended probationary employment status

_____/_____/_____
Month Day Year

☐ Event did not occur during this reporting period

16. Date officer was deployed to a non-community policing assignment

_____/_____/_____
Month Day Year


☐ Event did not occur during this reporting period

17. Date officer's employment or sworn status was terminated. *(If the officer is still employed, check the "Event did not occur during this reporting period" box. An entry date here means you will not report on this officer in subsequent reports.)*

_____/_____/_____
Month Day Year

☐ Event did not occur during this reporting period.

18. How many hours of training on community policing did the officer receive during this



reporting period? (Do not include recruit training or training with field training officers. If the officer did not receive any community policing training hours, check the "Event did not occur during this reporting period" box.)

_____ Hours ☐ Event did not occur during this reporting period.

Please make a copy of this report for your records in the event that the COPS Office contacts you in the future concerning this report.

Please return completed form to:

U.S. Department of Justice, Progress Reports
c/o Vistronix, Inc.
8300 Boone Blvd., Suite 500
Vienna, VA 22182
Email address: cops.reports@vistronix.com

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing the burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, NW, Washington, DC 20530; and to the Public Use Reports Project, 1103-0030, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this collection of information is 1103-0030. Expiration 11/30/2000.